

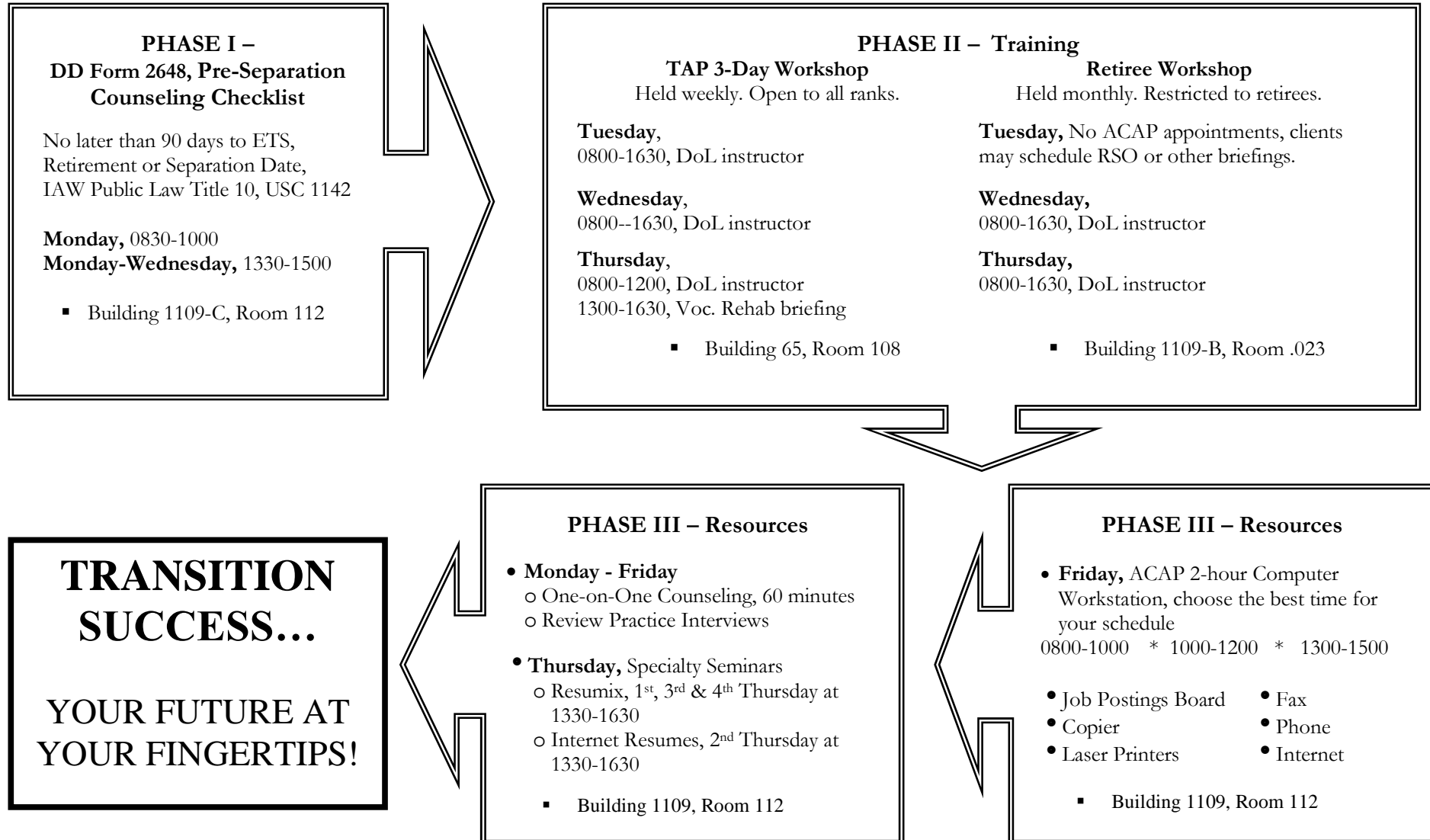


ACAP

Army Career & Alumni Program

ACAP (IMSE-KNX-HRM-A-219)
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TRANSITION STARTS HERE



ACAP CLIENT SERVICES

PHASE I - PRESEPARATION COUNSELING (DD2648)

Title 10, USC 1142 requires Pre-separation Counseling be made available to all departing service members. Provides general information about the separation process including overview of veteran benefits and entitlements. Service Provider Referral Sheet is provided to assist in obtaining specific information on a given entitlement.

PHASE II – TRAINING

Topics include learning the resume writing process, cover letters, networking tips, interview techniques, and how to conduct an effective job search. Two types of workshops are offered:

- A weekly 3-Day Workshop, Transition Assistance Program, Open to all ranks. (Tuesday - Thursday).
- A monthly 2-Day Retiree Workshop, Transition Assistance Program, Restricted to individuals retiring. (Wednesday – Thursday).

PHASE III – TOOLS / COMPUTERS / COUNSELING / ADDITIONAL RESOURCES

Workstation

- ACAP XXI Computer System Writing Tools; Computer System Research Tools: Job Analyzer and CHOICES; and Computer System Practice Interviews.
- Internet Connection.

Transition Counseling

- One-on-one appointments to discuss Individual Transition Plan – 30 minutes.
- One-on-one appointments to discuss the job-search process/resume development – 1 hour.

Specialty Seminars

- CPOL Resumix – Learn tips and the process for the database system used to process applications for Department of the Army jobs.
- Advanced Resume Writing - Provides an in-depth look at skills assessment, resume formatting, and effective writing techniques.

IMPORTANT PHONE NUMBERS

**Call for the most current information
including date and times of briefings**

Active Duty Retention	624-7221
Central Exams	1-800-493-9602
▪ Automated phone system. Physical Part I - Select option “Central Exams”.	
Reserve Career Counselor	624-7662
Dept. of Employment Services	624-5337
Education Center	624-4136
Finance	624-6569/ 4365
▪ Retiree Briefing – 624-6569/ 4365	
▪ Separations Briefing – 624-6416/ 4365	
Fort Knox Information	624-1000
KY Small Business Development Center ..	270-765-6737
Retirement Services Officer	624-1765
▪ Retirement & Survivor’s Benefits Program Group Briefing - 2 nd Tuesday of every month.	
Transition Center	624-1404/6283
▪ Pre-Transition Briefing - ETS and chapters contact for briefing time	
▪ Officers contact 624-6283	
Transportation	624-3943 / 3927
▪ Daily Briefing	
Troops To Teachers	(888) 598-7667 x 236
▪ Alt. number (502) 564-4606, x 236	
Veterans Affairs	942-3970 or 624-8387
▪ General benefits – weekly briefing	
▪ STEP/BBD Program – Daily briefing	
▪ Voc Rehab, Contact 942-3250	

NOTES:
